



Q&A #2  
Hardware 2012 RFP  
PROJECT NO. 060B2490022  
July 12, 2012

Ladies/Gentlemen:

This list of Questions and Answers #2, questions #14 through #44, is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential Offerors, are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

14. **Question:** MBE Goal: 100% of Functional Area IV. Is this a firm requirement that an organization providing services MUST be 100% MBE compliant? Or is a best effort attempt to subcontract to an MBE acceptable, regardless of outcome?

**Answer:** Please see Amendment #1.

15. **Question:** Once awarded, does a Master Contractor have the ability to exit the contract at any time after award? Can the organization get out?

**Answer:** Once awarded a master contractor will remain on the contract unless the contract is terminated by DoIT.

16. **Question:** Will the PORFP Terms and Conditions refer back to the master contract? Or is it possible that the PORFP could have additional / different terms? Would those terms be negotiable?

**Answer:** The master contract terms and conditions will apply to all PORFPs and the resulting POs. Additional terms and conditions may be specified at the PORFP level.

17. **Question:** With the PORFP process, if a Master Contractor does not want to submit a response, are they required to submit a form explaining their non-response, or can they simply ignore the PORFP?

**Answer:** A master contractor is required to submit a "no bid" response.

18. **Question:** Are manufacturers prohibited from replying to the Master Contract RFP directly?

**Answer:** Both manufacturers and resellers may be awarded a contract.

19. **Question:** What type of reporting or other administrative tasks are required of a Master Contractor, either through E Maryland Marketplace or manually?

**Answer:** MBE reporting is outlined in Attachment D of the Hardware RFP. Other reporting may be required and would be specified at the PORFP level.

20. **Question:** The Request for Proposal refers to the Master Contract as the ruling document that will be granted to a Manufacturer or Distributor. Could the State of Maryland please let us know if Offerors will be able to provide and/or suggest the use of their own contract template instead of the suggested Master Contract provided by the State of Maryland, or if Offerors will be able to request/negotiate changes to the terms of the Master Contract that was provided by the State of Maryland?

**Answer:** The State cannot negotiate separate terms with Offerors. Most of the terms and conditions contained in the RFP are dictated by State law and the State has little if any room for negotiations.

21. **Question:** Amendment 1, Pg. 1 - Is the 1% goal percentage for MBEs accurate?

**Answer:** Yes.

22. **Question:** Section 3.4.2.3, Pg. 5 – In some supply lists, the distributor provides a mix of 1) manufacturer and product lines and 2) manufacturer name with no list of product lines. Is it useful for the State to see a manufacturer name if the distributor does not provide a list of product lines?

**Answer:** Section 3.4.2.3 only requires listing the Manufacturer, not the products the Offeror is authorized to sell.

23. **Question:** Section 3.4.2.3, Pg. 5 – What constitutes an acceptable quantity of detail on a product line: e.g., do you want just the category of item such as printer or server, manufacturer model names, numbers, feature variables?

**Answer:** See Question 22.

24. **Question:** Section 3.4.2.6, Pg. 26 - Is subset “D” missing or was “E” just a typo?

**Answer:** See Amendment #1.

25. **Question:** Section 3.4.2.3, Manufacturer’s or Distributor’s Letter of Authorization, subsection B). Is this requirement applicable to an Offeror that is the manufacturer of all product lines proposed?

**Answer:** Please submit a letter on your company letterhead that explains that you are proposing your own product.

26. **Question:** Is Attachment D-1 required as part of this submittal? Section 3.4.2.6 D) refers only to D-1A as being required, yet the end of Attachment D-1 on page 62 instructs Offerors to submit it with master contract proposal.

**Answer:** Only Attachment D-1A is required as detailed in Section 3.4.2.6 of the Hardware RFP. See Amendment #2.

27. **Question:** Attachment E-IV (page 78) and Section 3.5.2 refer to a Section D-IV and a form D-IV. We cannot find a section D-IV or form D-IV. Please clarify where these are located.

**Answer:** This reference should be form E-IV. See Amendment #2.

28. **Question:** Section 2.2.4 states that only Master Contractors may provide hardware, services or maintenance. However, if there is a subcontract requirement in PORFP, a subcontractor (not the Master Contractor) would be providing the services. Should Section 2.2.4 instead state that only Master Contractors, or their subcontractors, may provide hardware, services or maintenance?

**Answer:** Correct. See Amendment #2.

29. **Question:** Section 1.24, Minority Business Enterprises. Please elaborate on the overall MBE subcontracting goal. Does the % goal mean that the specified % of the work (labor categories) must be subcontracted, or that the specified % of the contract dollars must be subcontracted? Also, will any MBE subcontractor participation goal for a PORFP apply to Functional Area IV only?

**Answer:** MBE goals will be set at the PORFP level and will apply to a specified % of the contract dollars.

30. **Question:** Section 2.6, Functional Area IV. Based on Amendment #1, should this be revised to remove the 100% MBE subcontracting goal?

**Answer:** Correct. See Amendment #2.

31. **Question:** For Section 2.18, will the State provide examples of possible specialty reports they might ask for in a PORFP?

**Answer:** There are no additional reports required at this time.

32. **Question:** Section 1.33 - This section states that "...all materials used in the performance of the Contract and subsequent Purchase Orders shall be mercury-free products." It goes on to further state that "...the Offeror shall submit a Mercury Affidavit with its PORFP Proposal found in

Attachment G". Our interpretation is that Attachment G is to be included in response to PORFP solicitations, and not this solicitation. Is that correct?

**Answer:** That is correct.

33. **Question:** Section 1.33 - In our position as a reseller, Mainline is not in the position to make the affirmation required in Attachment G. The OEMs for the products Mainline intends on marketing under this contract are RoHS-compliant. Will the State accept an affirmation of RoHS Compliance in lieu of the Mercury Affidavit included in Attachment G?

**Answer:** Attachment G is provided as a reference. It may be required in response to a PORFP. Attachment G is required by COMAR and would be the only acceptable affirmation.

34. **Question:** Section 2.3 - Functional Area I – Servers and Associated Peripherals. Servers range in size and complexity from small file servers through enterprise-wide servers and mainframe computers. Does this solicitation include enterprise-wide servers and mainframe computers?

**Answer:** Although possible, the Hardware 2012 Master Contract is not intended to be used for enterprise-wide servers and mainframe computers. These would require a more detailed scope of work and would typically be procured through a different vehicle.

35. **Question:** Section 2.3 - Other than operating systems and utility programs that are included as part of base server offering, is any other software included in this solicitation?

**Answer:** No.

36. **Question:** Attachment E-IV Functional Area IV – Installation and Training Services - If the offeror does not submit labor rates for all 15 years, will the bid for this functional area be disallowed?

**Answer:** Yes. Labor rates must be submitted for all labor categories for all 15 years.

37. **Question:** Regarding MBE requirement, can a registered MD MBE fulfill the 100% service requirement themselves or do they need another MBE to perform this function?

**Answer:** No. MBE master contractors must still subcontract to a Maryland registered MBE firm to meet any applicable MBE goal.

38. **Question:** Will this Hardware contract allow the issuance of PORFPs that include both servers/printers/networking equipment, and desktop/laptops? If not, how will PORFPs be issued for hardware solutions that include a variety of enterprise and client devices?

**Answer:** Yes, multiple items may be requested on a PORFP. However, laptops and desktops are excluded from the Hardware 2012 Master Contract.

39. **Question:** Will PORFPs under this contract include services required for desktops/laptops installation/configurations along with server/printers/networking equipment?

**Answer:** No. See Question 38 above.

40. **Question:** MBEs are approved to provide services under specific NAICS codes. Will the State determine the applicable NAICS code(s) for each requested service at the PORFP level?

**Answer:** No.

41. **Question:** With a 100% subcontracting goal in place, is the Offeror expected to provide labor rates for its subcontracting partners or its own labor rates?

**Answer:** See Amendment #1.

42. **Question:** Section 3.4.2, Format of Technical Proposal. Must Offeror's Technical Proposal include a point-by-point response to each of the sections in Section 1 (General Information) and Section 2 (Scope of Work), or only the items outlined in Section 3.4?

**Answer:** Please follow the instructions in Section 3 of the Hardware 2012 RFP.

43. **Question:** Should the 2 copies required for each volume be unbound, like the original?

**Answer:** Either bound or unbound is acceptable.

44. **Question:** Section 3.3 states that Offerors shall include a separate section for each Functional Area proposed describing what part of that Functional Area (as described in Section 2) the Offeror has the ability to provide and how the Offeror qualifies to provide what is proposed. Is this in addition to (and separate from) the Executive Summary section? If so, where should this section be included?

**Answer:** Yes, this should be separate from the Executive Summary and labeled as described in Section 3.3.